



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 12/20/13	<b>Interviewer:</b> Sue Guenter-Schlesinger	<b>RFA #13 – 55</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Custodian 1, University Residences		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> [REDACTED], Maintenance Mechanic		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff X Student ☐  
 Concern Regarding:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff X Student ☐

**Category:** *(Please check at least one)*

- |  |  |  |                                     |  |
|--|--|--|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed                         | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race                          | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input checked="" type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |  |                                     |  |

Time Line		
Date	Item	Comments
12/20/13	Sue conducted intake with [REDACTED]	[REDACTED] expressed feeling intimidated and overly scrutinized at work by [REDACTED] Maintenance Mechanic, who he describes as a bully and "really pushy." [REDACTED] describes having a very big workload. [REDACTED] wonders if he is treated this way by [REDACTED] because [REDACTED] is gay. [REDACTED] describes [REDACTED] as not facilitating helpful communication between the custodians, and upon reflection, sees this as largely a communication issue.
12/2013	Sue spoke with Leonard Jones and Martin Reed	Leonard and Martin requested that EOO provide training on communicating across differences for UR custodians.  Martin will assure [REDACTED] that his concerns are addressed and training is provided.
1/2013	Sue t/c with [REDACTED]	Sue conveyed that Martin will address [REDACTED] concerns by having EOO conduct training. [REDACTED] is pleased with this solution.

2/25/14	Sue and Laura Eckert provided training	Training provided for UR custodians and FM maintenance mechanics, approximately 40 individuals. Follow-up not completed with [REDACTED] since he retired.
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